



## **FEDERAL ELECTION COMMISSION VACANCY ANNOUNCEMENT**

<b>Position Title and Grade:</b>  <b>Information Technology Specialist (Unix/Network Systems Administrator)</b>  <b>GS-2210-12/13</b>  <b>Salary: \$74,872 - \$115,742</b>	<b>Who May Apply</b>  <b>ALL US CITIZENS</b>	<b>Announcement No.</b>  <b>13-008</b>
<b>Organizational Location</b>  <b>Office of the Chief Information Officer (Infrastructure Branch)</b>	<b>Opening Date</b>  <b>January 14, 2013</b>	<b>Closing Date</b>  <b>February 1, 2013 11:59 pm</b>
<b>THE FEDERAL ELECTION COMMISSION IS AN EXCEPTED SERVICE AGENCY.</b>		

**THIS IS A PERMANENT AND FULL-TIME POSITION. THE FULL PERFORMANCE LEVEL IS GS-13.**

### **ABOUT OUR AGENCY:**

The Federal Election Commission (FEC) is an independent regulatory agency with exclusive jurisdiction for the administration, interpretation, and civil enforcement of the Federal Election Campaign Act of 1971, as amended. The FECA requires disclosure of campaign finance contributions and expenditures by candidates for Federal office and committees supporting those candidates, and imposes limitations on the amount and sources of such contributions. The FEC also administers the Federal programs that provide public funding to qualified candidates for Presidential elections.

### **ROLE OF THIS POSITION:**

The Federal Election Commission (FEC) is operating in a mixed UNIX - Microsoft Windows environment and enhancing LAN capabilities to handle the increased workload. We are looking for a UNIX engineer with network experience and the capability to manage and troubleshoot the network in this dynamic environment.

The position is located in the FEC's Infrastructure Branch in the Office of the Chief Information Officer (OCIO). The Infrastructure Branch is responsible for providing technical Information Technology (IT) support to the FEC primarily in the areas of Windows and UNIX Systems Administration and Communications and Network Services. At the full performance level, the incumbent serves as a Senior Computer Specialist providing direct assistance and support for one or more specialty areas that are essential to the IT activities of the FEC. The incumbent provides technical support to users of assigned systems and databases, and executes specific FEC written software and commercial, off-the-shelf software.

The Infrastructure Branch is seeking applicants with a minimum of 4 or more years of demonstrated high-level experience in UNIX (Solaris and Linux) Systems Administration and Network/LAN Management.

Position responsibilities include planning and coordination of the installation, testing, operation, troubleshooting, and maintenance of servers and network equipment.

- planning, scheduling and performing the installation of new or modified hardware/software;
- allocating system resources;
- managing accounts, network rights, and access to systems and equipment;
- monitoring the performance, capacity, availability, serviceability, and recoverability of installed systems;
- implementing security procedures and tools;
- resolving hardware/software interface and interoperability problems;
- ensuring systems functionality, integrity, and efficiency;
- maintaining systems configuration;
- managing the installation and integration of system patches, updates, and enhancements;
- working with vendors, contracting officer representatives, and others who are involved in assigned projects;
- analyzing and defining network requirements;
- configuring and optimizing network servers, hubs, routers, and switches;
- managing, configuring, and troubleshooting vlans;
- analyzing network workload;
- monitoring network capacity and performance;
- diagnosing and resolving network problems;
- Performing and managing enterprise system backup;
- Performing other related duties as assigned.

**DESIRED EXPERIENCE:**

- Symantec Net backup
- Cisco IOS, switches and routers
- Tomcat, Apache
- Knowledge of Windows networking, MS SQL, Cisco Routers, Cisco Pix Firewalls, sniffer technology, and switches highly desirable.
- College degree desired, but not required.

**QUALIFICATIONS REQUIRED:**

The Qualification Standards Handbook for General Schedule Positions will apply. To qualify at the grade, applicants must have at least one full year of specialized experience comparable in scope and responsibility to the GS- level in the Federal service (obtained in either the public or private sectors). This experience must include **Time-in-Grade Requirement:** Federal candidates must have completed one year of service at the GS- level or equivalent.

**Specialized Experience** is experience which is in or directly related to the line of work of the position to be filled and which has equipped the candidate with the particular competencies to successfully perform the duties of the position. For this position, applicants must possess demonstrated experience and proficiency in UNIX System Administration and Network Administration.

To qualify for GS-12, applicants must possess one full year of specialized experience equivalent to the GS-11 grade level in the normal line of progression in the federal service or equivalent experience in the private sector.

To qualify for GS-13, applicants must possess one full year of specialized experience equivalent to the GS-12 grade level in the normal line of progression in the federal service or equivalent experience in the private sector.

**Please ensure that your resume or supporting documents clearly convey evidence of your competencies in the following areas:**

1. Demonstrated knowledge, experience and proficiency with SPARC and x86 hardware, the Solaris and Linux operating systems including but not limited to installation, modification, patching, hardening, virtualization, monitoring system resources, debugging and optimizing system resources to achieve maximum system performance.
2. Demonstrated knowledge of and experience with storage technology including RAID, SAN, NAS, DAS, Storage allocation, troubleshooting, performance and backup.
3. Knowledge of and experience with networking including but not limited to internet protocols, switches, routers, network topologies, network monitoring and problem resolution.
4. Ability to communicate effectively, both orally and in writing.

**CONDITIONS OF EMPLOYMENT:**

This is a permanent full-time position in the Excepted Service and does not confer Federal competitive status. This is a bargaining unit position.

As an Excepted Service Agency, the successful candidate may have to satisfy a two-year trial period, if applicable.

All standard government benefit programs apply. Additional information on benefits for Federal Employees can be found at [www.opm.gov/jobseekers](http://www.opm.gov/jobseekers).

The incumbent may be eligible for a transit subsidy up to \$240 per month.

You must be a U.S. Citizen

Males born after 12-31-59 must be registered for Selective Service.

Direct Deposit of Pay is required.

Relocation expenses will not be paid.

**HOW YOU WILL BE EVALUATED:**

Your application will be reviewed and evaluated first for minimum qualifications. If you meet the minimum qualifications for this job, your application will be further reviewed and rated to assess the quality, depth, and complexity of your accomplishments and experience as they relate to the competencies stated in this vacancy announcement. Qualification and experience determinations will be based only on the information supplied by the applicant.

Interviews, references, and suitability inquiries may be requested. Only those applicants found to be among the best qualified may be contacted for further assessment, such as interviews and consideration by the selecting official.

**BENEFITS:**

All standard government benefits program apply.

You may participate in the Federal Employees Health Benefits program, with costs shared with your employer. More info:

<http://www.usajobs.gov/jobextrainfo.asp#FEHB>

Life insurance coverage is provided. More info:

<http://www.usajobs.gov/jobextrainfo.asp#life>

New employees are automatically covered by the Federal Employees Retirement System (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program. More info:

<http://www.usajobs.gov/jobextrainfo.asp#retr>

You will earn annual leave. More info:

<http://www.usajobs.gov/jobextrainfo.asp#VACA>

You will earn sick leave. More info:

<http://www.usajobs.gov/jobextrainfo.asp#SKLV>

You will be paid for federal holidays that fall within your regularly scheduled tour of duty. More info:

<http://www.usajobs.gov/jobextrainfo.asp#HOLI>

### **HOW TO APPLY:**

ALL APPLICANTS MUST SUBMIT THE FOLLOWING MATERIALS BEFORE MIDNIGHT EASTERN TIME ON THE CLOSING DATE OF THE ANNOUNCEMENT. APPLICATIONS RECEIVED AFTER THE CLOSING DATE OF THE ANNOUNCEMENT WILL NOT BE CONSIDERED.

1. Applicants may apply for this position with a resume, or other application format of your choice, as long as the application contains the necessary information below:
  - a. Vacancy announcement number; position title and grade(s) of the job for which applicant is applying;
  - b. Your full name, day and evening numbers mailing address, country of citizenship. If applicable, reinstatement eligibility to Federal Service and highest Federal civilian grade ever held on a permanent basis;
  - c. Name, city and state of colleges/universities attended with date(s) of diploma. For college include majors, and type and date of degree(s);
  - d. Job titles, salaries, employers' names and addresses, supervisors' names and phone numbers (indicate if we may contact your current and former supervisors), starting and ending dates and hours per week;
  - e. Job-related training courses, special skills, certificates and licenses, honors, awards and publications;
2. As applicable, former and current federal competitive service employees must submit a standard form 50 (notification of Personnel Action) that verifies career status.

### **WHERE TO SEND APPLICATIONS:**

**(NOTE- Only applications via e-mail will be considered. Applications submitted by any other method will NOT be considered).**

- E-mail to [fecjobs@fec.gov](mailto:fecjobs@fec.gov) - **The subject line must contain the announcement number (13-008) and the applicant's name.** If you are unable to include or attach supplemental documents

via email, you may submit your information by fax to 202-219-3588. Only supplemental information will be accepted via fax.

- For additional information, call Human Resources at 202-694-1080 or send inquiry to [fejobs@fec.gov](mailto:fejobs@fec.gov)
- Your application and all supporting documentation must be received by 11:59 pm (Eastern Time) on the closing date.

The FEC is an Equal Opportunity Employer. All qualified applicants will be considered without regard to race, color, national origin, religion, gender, age, marital status, sexual orientation, physical disability, lawful political affiliation, or labor organization affiliation or non-affiliation. The FEC provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the servicing HR Office. Requests for reasonable accommodation are made on a case-by-case basis.